



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

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MEMORANDUM

TO: Mayor and Town Council

FROM: Daniel E. Taber, Town Manager

DATE: February 1, 2013

RE: Town Manager's Report – January 2013

During the month of January, work on the FY 2014 – 2018 Capital Improvement Program (CIP) was completed and it was submitted to the Planning Commission where it was approved unanimously. A public hearing was held on the matter and it was further discussed with Council during a work session that followed the public hearing. It is anticipated that the CIP will be approved by Town Council in February in order to incorporate it in the FY 14 Town of Dumfries Budget.

The mid-year budget review presentation and discussion was continued to the February 19, 2013 work session. The spreadsheet will be edited to show the approved FY 13 budget amounts, the year to date information, and the recommendations all on the same sheet.

Ginn Park Project

During January, the Ginn Park entrance signs were installed and they have added greatly to the appearance of the park. On January 29th, the Ginn Park Committee met at the park where the grounds were staked out to show the general location of additional components that may be added to the park in future years.

Potomac Landfill

We were unable to meet with Potomac Landfill in January to continue the conversation concerning their request to increase the vertical limits of the landfill. We hope to have that meeting soon to have our questions answered and to receive some exhibits that we have asked them to provide.

At the January Council meeting a concern was brought up related to the stockpiling of materials at the perimeter of the landfill. The landfill has responded to those concerns and removed the materials in question.

First Town Center Project

Town Staff and I continue to meet with the developer concerning moving this project forward. No official application has been submitted yet but the developer states he remains committed to making this project a reality in the Town of Dumfries.

Assistant to the Town Manager Vacancy

Twenty-three applications have been received as of the closing date of January 28, 2013. Applications will be evaluated and interviews scheduled in February.

Curtis Drive/Main Street Intersection Project

On January 23, 2013, staff and I participated in a conference call with our consultants regarding the intersection improvement project for Main Street at Curtis Drive. On January 31st, we attended a preliminary meeting with VDOT staff where the project was discussed in significant detail. As you will recall, the project will include a new north bound lane on Main Street from the Knolls subdivision to Curtis Drive. I will be providing monthly updates on this issue as we continue to move forward.

Zoning Administrator/Planner Vacancy

This is the vacancy resulting from Morgan Brim's resignation. The vacancy has been advertised with a closing date of February 14, 2013.

Meeting with Town Auditors

On January 3, 2013, the Town Treasurer and I met with our auditors to discuss issues related to new Government Accounting Standards Board (GASB) regulations that have been enacted in the past few years. The Town was not in compliance in some areas and steps have been taken to bring the Town into compliance, some of which are reflected in mid-year budget transfer requests.

Other Various Town Manager Activities for December

- Daily Administrative Responsibilities
- Staff Meetings
- Regular Council Meeting
- Briefings and Meetings with Town Attorney On Several Issues
- Individual Meetings with Staff
- Individual Meetings and Telephone Conversations with Council Members
- Individual Meetings and Conversations with Citizens
- Meeting with Service Authority Concerning Easement Issues
- Various Committee Meetings
- Personnel Related Meetings
- Weekly Drive-Through of the Town
- Informational Meeting with Representatives of the Potomac Shores Development
- Councilman Wood's Council Member Orientation
- Meeting with American Trash Disposal Reference Recycling

Should you have any questions or concerns, please contact me.